<u>**Guidelines for TRT Interview Preparation**</u>

This information is designed to assist interested teachers in the TRT application process. If you have questions about these guidelines, please email Lisa Rollins at <u>rollinsle@staffordschools.net</u>.

Background Information

Candidates interested in applying for a TRT position should understand that the Department of Instructional Technology and Information Services is beginning the interview process early to assist the Department of Human Resources in identifying grade level and classroom vacancies as soon as possible. A letter of intent will be issued to all candidates who are selected for a TRT position when the selection phase is complete. Formal job offers will be made after the positions are approved in the budget.

The development of the TRT team consists of selection and placement. The Selection phase includes the interview sequence. The TRT school assignment/placement will take place after the School Board approves the TRT positions.

For the Selection phase of the TRT program, an interview matrix has been developed to assist candidates and the interview committee in the selection process.

Interview Information

The Interview Matrix is based on the TRT Conceptual Framework and Demonstration Project. The interview matrix is based on 100 points and is available at <u>http://www.pen.k12.va.us/Div/Stafford/tech/TRT.html</u> for your benefit. **The recommendation received from the candidate's supervisor/principal is required of the selection process.** You can bring the recommendation to the interview or your principal/supervisor can send the letter in advance of your interview to Jan Streich, Department of Instructional Technology and Information Services located in the AYB Complex. All SCPS Principals have received a memo regarding the TRT selection. process.

Interviews will be approximately 45 minutes.

Please use the interview matrix (attached), job description, and the TRT Demonstration Project to assist you in preparing for your interview. All documents can be found at http://www.pen.k12.va.us/Div/Stafford/tech/TRTpage.html.

To insure an efficient interview process, candidate portfolios will be reviewed **after** interviews are completed for each candidate. If you intend to present a portfolio, please follow these guidelines:

- Online Portfolios: Please provide the URL address for online portfolios in your cover letter or application.

- Hard Copy or CD Format Portfolios: Please bring an additional copy of the portfolio to your interview to leave with the interview committee.